

	<b>Effective Date:</b>		09-12-2011
	<b>Policy #:</b>		G-14
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## **PURPOSE**

The Department of Licensing and Regulatory Affairs (LARA) adopts the following principles for achieving its goal of ensuring an atmosphere of ethical behavior:

- In order to maintain the public trust, it is essential that all employees function honestly and fairly, free from all forms of impropriety, threats, and favoritism.
- Our organization values and respects people and we strive to operate with the utmost integrity, excellence, and honor.
- Employees must maintain and exercise the highest standards of duty to the public in carrying out their official responsibilities and duties.
- Self-interest and partiality have no place in decision-making for the public good.
- Responsibility is individual rather than collective. Individuals assume personal responsibilities for the actions of this organization and we mandate that individuals are responsible for themselves.
- Employees must exercise discretion in regard to information obtained in the course of their official duties which could be used to affect their personal interests.
- Employees may encounter situations which constitute the appearance of or actual conflicts of interest. Maintaining the public's trust requires that staff avoid these situations and disclose potential conflict.

Questions relative to ethical standards and conduct should be directed to the Ethics Committee (Deputy Directors, Director of Human Resources, and Director of Finance and Administration).

## **RULES OF CONDUCT**

- Employees shall not take official action or use their official position in any manner which will result in a profit or benefit directly or indirectly to the employee or a member of the employee's immediate family.
- Employees shall comply with Civil Service [Rule 2-8, Ethical Standards and Conduct](#) and with [Public Act 196 of 1973](#), as amended entitled "Standard of Conduct for Public Officers and Employees".
- Employees shall not solicit, seek, demand, accept, or agree to receive anything of

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value for themselves or for any other person or entity in return for being influenced in the discharge of their official duties.

- Employees shall use resources, property, and funds under their official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- Employees shall not knowingly use or disclose information gained in the course of carrying out their official duties in a manner which will affect the employee's personal or financial interests or those of the employee's family.

Employees shall not engage in or accept employment or render services for any private or public interest, for compensation or otherwise, when that employment or service is incompatible or in conflict with the discharge of official duties or when that involvement may tend to impair independent judgment or action in the performance of his /her official duties. **Supplemental Employment forms MUST be reviewed and approved before engaging in other employment or rendering such services.** (The MSEA C.B.A. contains modified provisions regarding supplemental employment approval. MSEA employees must adhere to contract provisions.)

- Employees shall refrain from accepting any loans or favors from any individual or entity with an interest in matters involving LARA.
- De minimis Exceptions. Any single, tangible or intangible non-cash item with a fair market value of less than \$20.00 is acceptable, as LARA has determined that it could not reasonably be expected to influence how an employee performs work or makes decisions; provided, however, that this de minimis exception will not apply to:
  - a. Any combination of tangible and intangible items received by an employee during any 3-month period with an aggregate fair market value exceeding \$80.00
  - b. Gifts of alcoholic beverages, fees for recreational activities, or tickets for sporting events.

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- c. Small gifts or tokens under \$20.00 provided at meetings or conferences or for speaking engagements are acceptable if the identical gift is given to all other speakers or participants.
- d. Meals and refreshments as part of a conference, business meeting, seminar, training session, or organized function are acceptable.